

RESOLUTION NO. 75-89

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIDGECREST, CALIFORNIA, AMENDING RESOLUTION NO. 123 TO CHANGE VACATION CREDIT AND SICK LEAVE.

WHEREAS, the City Council finds it desirable to amend Sections 1 and 2 of Rule XI of Resolution No. 123 to change the method of crediting vacation time in Section 1 and payment for unused sick leave time in Section 2;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGECREST, CALIFORNIA, HEREBY RESOLVES:

1. That Section 1 and 2 of Rule XI of Resolution No. 123 of this City Council is hereby amended to read in full as follows:

RULE XI. ATTENDANCE AND LEAVES

"SEC. 1. Annual Vacation Leave: The purpose of annual vacation leave is to enable each eligible employee annually to return to his work mentally and physically refreshed. All City employees shall be entitled to take annual vacation leave with pay except the following:

- (a) Employees who have served the City less than one year.
- (b) Employees who work on a seasonal recreation program, or on a provisional, part time or temporary basis, and all employees who work less than 1040 hours a year.
- (c) Elective officers.
- (d) Members of appointive boards, commissions and committees.
- (e) Persons engaged under contract to supply expert, professional, technical or other services.
- (f) Volunteer personnel, such as reserve police officers.
- (g) City Treasurer.

Commencing with the first anniversary of each eligible employee, the employee shall be eligible to take annual vacation leave up to the amount accumulated when the leave is initiated. Each eligible employee shall earn annual vacation at the rate indicated in Table 1.

Sick leave shall not be considered as a right which an employee may use at his discretion but shall be allowed only in case of necessity and actual personal sickness or disability. Sick leave shall accrue at the rate of four (4) hours per pay period for each pay period worked. Partial credit will be given for partial pay periods worked. Upon termination of employment payment of one-third of the accumulated sick leave shall be made to all permanent employees.

Unused sick leave shall be cumulative to a maximum of ninety (90) days of 720 hours. Upon accumulation of sick leave in excess of the 90 day maximum, one-third of the excess hours accrued in the ensuing year will be credited to the employee as additional vacation leave.

In order to receive compensation while absent on sick leave, the employee shall notify his immediate supervisor or the Personnel Officer prior to or within four hours after the time set for beginning his daily duties, or as may be specified by the Head of his department. The employee shall be required to file a physician's certificate or a personal affidavit with the Personnel Officer, stating the cause of the absence. However, when the absence is for less than three (3) days, the employee's immediate supervisor may waive the requirement to file a physician's certificate or personal affidavit.

Not more than five (5) days sick leave each calendar year may be taken in case of an employee's presence being required elsewhere because of sickness or disability of members of his immediate family. The immediate family shall consist of the spouse, children, parents, brothers, sisters or other individuals whose relationship to the employee is that of a dependent or near dependent. In each such case, the City Administrator shall grant such sick leave only when, in his opinion, the relationship of the sick or disabled person to the employee warrants such use of sick leave.

An employee receiving temporary disability payments under the workmen's compensation laws may use accumulated sick leave in order to continue to maintain his regular income. However, all employees receiving full salaries in lieu of temporary disability payments pursuant to Section 4850 of the Labor Code are entitled to accumulate sick leave during such periods of disability."

2. This resolution shall become effective at the beginning of the first pay period following adoption (i.e., December 1, 1975).

No. of Yrs. Employed	Rate of Accrual in Hours		Total Hrs./Year
	Pay Per. #1-25	Pay Per. #26	
1-5	3	5	80
6-10	4.5	7.5	120
11-15	6	10	160
16	6	18	168
17	6	26	176
18	7	9	184
19	7	17	192
20	7	25	200
21	8	8	208

Eligible employees who work less than full time but more than 1040 hours per year shall be credited vacation on a pro-rata basis.

Annual vacation shall be taken during the succeeding year earned and shall not be cumulative except as follows:

The times during the succeeding year at which an employee may take his vacation shall be determined by the department head with due regard for the wishes of the employee and with particular regard for the needs of the service.

If the requirements of the service are such that an employee cannot take all of his annual vacation in a particular year, such vacation may be taken in part that year and part the succeeding year, or the entire vacation may be paid for at the discretion of the appointing power.

The department head shall obtain the approval of the City Administrator in writing before deferring any employee's vacation to a succeeding year.

In the event that one or more municipal holidays fall within an annual vacation leave, such holidays shall not be charged as vacation leave, and the vacation leave shall be extended accordingly.

Persons resigning from the service of the City, who shall have been in continuous service for one year or more prior to the effective date of such resignation, shall be allowed termination pay in lieu of any earned vacation.

SEC. 2. Sick Leave. Sick Leave with pay shall be granted to all probationary and permanent employees who have served the City continuously for one month except those who work less than 1040 hours per year.

APPROVED AND ADOPTED this 19th day of November, 1975, by the following roll call vote:

AYES: Vice Mayor Wilson, Councilwoman Green, Councilman Edwards.

NOES: None.

ABSENT: Mayor Shacklett, Councilman Mettenburg.



REX E. SHACKLETT, MAYOR

ATTEST:



JOSEPH L. CLOONAN, CITY CLERK